

BOTK 1970/2970 All Sections

Fall 2013

Occupational Internship

Instructor: Patricia Pulliam
Office: Tebbet, Room 263, Torrington Campus
Office Hrs.: MWF 10-11 a.m., TTh 9:30-10:30 a.m., or by appointment
Phone: 307/532-8372
E-Mail: PPulliam@ewcmail.wy.edu
Fax: (307)532-8229 or (307)532-8222.
Be sure to put my name on your fax cover page.
Class Meets: Online
Class E-mail: LancerNet
Preferred Method of Contact: LancerNet Journal

(Note: If you are connected to the general voice mail system for the college, press *8 on your phone and then 8372 and you will be connected to my personal voice mail.)

Course Description:

This course is designed to provide a work related experience for students. It will emphasize concepts, skills, attitudes, and develop an understanding of the function of citizenship needed for office professionals. The student must consult the coordinator/instructor before enrolling in this course.

*A maximum of six credit hours may be earned through a combination of Business Office Technology 1970 and Business Office Technology 2970. This course is offered for S/U grade only.

Prerequisites: Sophomore standing, Internet and word processing skills, and/or approval of instructor.

Rationale for Class: This course is designed to give students a realistic office experience. It fulfills the requirement for students enrolled in the Business Office Technology and Business Administration programs. It is appropriate for other majors as well who would like to gain work experience in an office/business related to their program of study.

Taking an Online Course: Quite simply, taking a course in this manner requires personal commitment. You need to remember to complete your Journal entries and required paperwork. You will be responsible for arriving at your work site on time. You need to communicate with your employer as if it were a real job.

If you prefer a little more instructor contact, please send e-mail or Journal entries (preferred) regarding the course to your instructor. A phone call could also provide you with some personal interaction. In addition, you may visit the instructor on campus as your schedule allows. If you leave a message for the instructor, you can normally expect to hear back within 24 hours (except weekends and holidays), and often much sooner.

Until you receive the official grade for this course, you should keep the following:

- **A copy of your calendar or time card.**
- **A copy of any other correspondence between you and your instructor.**
- **A copy of your summary report.**

It is also recommended that you print at least the following materials from your course:

- Syllabus.
- Student Work Schedule.
- Work Site Agreement.
- Eastern Wyoming College (EWC) Board Policy 3.17 (Sexual Harassment) and signature sheet.

Instructional Media & Resources:

- Informative discussions with the appropriate office supervisor are expected.
- The student should also avail themselves of appropriate software guides/manuals, and office procedures references.
- Internet access.

Course Requirements (Complete the following steps in order):

1. **Contact the instructor by phone.** Contact potential training sites to determine if they would be willing to participate in the internship program. Then using the Journal tool or LancerNet Email, send the instructor information about the training site including the name of the person(s) you spoke with, office hours, mailing address, phone number, fax number and e-mail address. **Read the announcements for the deadlines for each step.**
2. Students will submit a copy of their **cover letter and resume** to the instructor (use the Journal tool in LancerNet) *prior* to interviewing at the work site position. They will be reviewed. You should then edit and resubmit them. When you have the final draft approved, a finished copy should be taken to the potential employer on the day of your interview or earlier. The Internet has many examples of cover letters and resumes. Research them and create one of each. This is an important part of demonstrating your ability to “market yourself” and should be as accurate as possible and look very professional. If you would like to consult with the instructor after you have made a preliminary decision for your resume format, please use the Journal tool and attach complete information.
3. The **Work Site Agreement** and **Student Work Schedule** must be signed and on file with the instructor *before* you can begin work. Once you are placed at the work site and have determined your **work schedule**, send your instructor a copy. These documents have been uploaded to the Shared Files for the course. You will need to print three documents to take to your work site:

- Work Site Agreement (sign & return to instructor in person or by fax),
 - Student Work Schedule (sign & return to instructor in person or by fax), and
 - Sexual Harassment Policy (you & employer must read, sign, and return a copy to instructor in person or by fax).
4. Once you have the appropriate signatures these documents must be given to the instructor. You can bring them to me personally or if you are an Outreach student you may fax them to me at (307)532-8229 or (307)532-8222. Each EWC Outreach Center has a fax machine that you may use if your employer does not have one. Please be sure to put my name on the cover page to ensure that I receive it. After I receive the agreements, I will sign them and keep them on file.
 5. Students are required to keep **daily journals** of their experiences, their successes, and problems or concerns. In the subject line of each entry indicate the date, number of hours worked, and total hours worked (ex. 9/5/12-3 hours-22 total). These entries should be posted in the **Journal** tool. More details on what is expected in the body of the entry are listed under **Journal Entries**. The Journal will be reviewed by the instructor as indicated below.
 6. Once or twice in the semester (depending on the length of the internship), the appropriate work supervisor will evaluate the student using a form that the work supervisor will receive from the instructor. This is similar to performance evaluations that many employers use to evaluate their employees on a regular basis. More information on this procedure is listed below under "Evaluations."
 7. The student must turn in a **written report** summarizing his/her experiences by the end of the semester. The report should be three-five pages in length and should contain: a brief summary of the work experience, a list of work associates, skills and applications, a self-assessment of strengths and weaknesses in the workplace, and impact of the internship on future career plans or skill/workplace development. The report must be received by the instructor by 5 p.m., Monday, December 9. Reports may be submitted as a Journal attachment.
 8. If for some reason you are **absent** from your work site, you are expected to call the appropriate supervisor in addition to contacting the instructor of the class. Please call the supervisor in advance so that appropriate arrangements can be made. The time that is missed must be made up in order to fulfill requirements towards earning college credit. Unexcused absences in excess of 10 percent of scheduled work hours will result in an unsatisfactory grade for this course.

Participation: Because this course does not meet "face to face" with other students or the instructor, participation in the course means submitting completed **Journal** entries in a timely manner, and interacting with your office supervisor. If student goes 14 days without showing any participation (by Journal entry), student may be withdrawn from course without further notice.

Journal Entries: Each time you work at the training site, you should post a journal entry that tells the instructor about your experience and shares accomplishments, problems, or concerns. The subject line of the posting should contain the date, hours worked, and total hours completed.

Example: **2/12/12--3 hours--22 total.**

It is recommended that students submit their journals on (at least) a weekly basis so as not to forget what tasks have been completed. If student has daily access to a computer, best practice is to complete a Journal Entry each time student works. This will also enable students to continually evaluate their progress towards the required hours.

The instructor will be reviewing and evaluating the journals during the last week of each month. If at any point I'm concerned about your progress or hours, I will contact you.

It is the student's responsibility to see that Journal entries are completed and submitted on time.

Evaluations: Depending on the length of the internship, there will be one or two evaluations during the semester. These will take place approximately half-way through your hours and at the conclusion of your training. I will mail the evaluations to your supervisor with instructions. Your supervisor should review the evaluation with you, and you should sign it prior to the supervisor mailing it to the instructor in the envelope provided.

Grading: Students are evaluated solely on their ability to demonstrate achievement of the course requirements. This course is offered S/U only.

Students can earn 1-3 credit hours per semester with no more than 6 credits for a degree program. For a guideline towards hours worked and credit earned, review the following information:

1 credit = must achieve at least 30 work hours

2 credits = must achieve at least 60 work hours

3 credits = must achieve at least 90 work hours

Technical Assistance: Technical questions about LancerNet should first be directed to the Instructional Technologists: Aaron Bahmer at (307)532-8284 or David Banville at (307)532-8379. You may also reach them at (877)392-4678 (866-EWC-INST), 8:00 a.m. to 5:00 p.m. Mountain Time.

Problems with Internet connectivity should be directed to your Internet Service Provider.

If you have having difficulty with a hardware item on your PC, please contact the appropriate technical support telephone number for the vendor or manufacturer.

Software installed on your PC may be covered by their technical support staff. Third-party software (either off-the-shelf or downloaded) will require that you contact the software developer directly.

General Education Requirement: Eastern Wyoming College expects that its graduates will have an educational foundation that prepares them for a complex and rapidly changing world. The curriculums offered will allow the development of general education competencies necessary for participation in society as well as the development of specialized knowledge necessary within a given discipline. Every EWC graduate will have demonstrated competencies in these five general education areas:

- **Communication Skills:** Graduates will be able to understand and communicate ideas and information in written and spoken English that reveals a mastery of terminology appropriate to their disciplines.

- **Analytical and Quantitative Reasoning:** Graduates will be able to solve problems through critical thinking involving analytical and quantitative reasoning at a level appropriate to their disciplines.
- **Technology Skills:** Graduates will be able to demonstrate competence using technology appropriate to their disciplines.
- **Social Awareness:** Graduates will be able to demonstrate an awareness of the relationships between the individual and the world.
- **Information Literacy:** Graduates will be able to locate, evaluate, and use information effectively.

Behavior:

Academic Dishonesty:

Academic dishonesty is not tolerated. Dishonesty includes plagiarism, cheating and any conscious act by a student that gives him or her an undue advantage over fellow students.

Plagiarism

Copying or using the ideas of another without giving proper credit through the use of quotation marks, footnotes, or other forms of reference.

Cheating

Making unauthorized use of answers to examinations, tests, quizzes, in-class work, or homework assignments, as well as copying from fellow students or submitting work that has been done by someone else.

Students shall complete all assigned course work individually unless otherwise indicated. Academic dishonesty of any kind may result in a score of zero on the assignment or examination and may result in withdrawal from the course or a grade of "U," as the instructor deems appropriate. In addition, the instructor may refer the student to the appropriate EWC official for further discipline.

Professional Communication: An important part of this course is to learn and practice professionalism. One of the ways this is done is by practicing professional communication standards. I will expect you adhere to the following standards:

Email

- Use an appropriate greeting to begin
- Use the appropriate email address for what you need
- Remember that there is a difference between Personal and Business email
- Always put the class you are enrolled in and referring to in the subject line
- Always use a subject line
- Clearly state the purpose of your email and/or question
- Use complete sentences, with appropriate spelling and grammar
- Always include response instructions
- Create and use a formal signature if you don't already have one.

Phone

- Identify yourself
- Include the class you are enrolled in in your identification
- Speak slowly and clearly

- Clearly state the purpose of your call and/or question
- Always leave contact information

Texting*

- Be as formal as possible—use appropriate language for whom you are texting
- Identify yourself and your class
- Clearly state your purpose and/or question
- Always leave contact information

*We will not use texting for this class, but as you may need to use texting elsewhere, I have included these guidelines.

Student Philosophy Statement: Eastern Wyoming College is committed to providing a student experience that promotes academic success in a challenging and supportive environment, facilitates the transition to college for first time students, and helps all students identify and achieve their individual goals. EWC's student experience is designed to foster personal growth by increasing independence, promoting ethical behavior and personal responsibility for learning, and affording opportunities for student involvement in campus activities to enhance social development.

Americans with Disabilities: Eastern Wyoming College is committed to providing reasonable accommodations for "qualified individuals with disabilities." If you are a person with a disability that qualifies under the Americans with Disabilities Act (ADA) and desire reasonable accommodations, please contact [Mrs. Debbie Oschner](#) at 532-8238 or [Mr. Stuart Nelson](#) at 532-8330 (you may use (800)658-3195 if you need a toll free number) as soon as possible so that arrangements may be made.

Disclaimer: Information contained in this syllabus is, to the best knowledge of the instructor, considered correct and complete when distributed for use at the beginning of the class. However, this syllabus should not be considered a contract between Eastern Wyoming College and the student. The instructor reserves the right, acting within the policies and procedures of EWC, to make changes in course content or instructional technique without notice or obligation.

Last Modified: August, 2013

E-mail comments to your Instructor

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